

Gateway 100R and Annual Financial Report (AFR)

Ryan Preston

- Director of Audit Services
 - Primary responsibilities are to Schools and Townships

Born and Raised in Winchester, IN

Graduated from Hanover College in 2001

Worked for SBOA in the field from 2001 to 2011

Worked for SBOA in the office from 2011 to present

Elix Preston



Genna Preston



Phoebe Preston



IC 5-11-13-1

- Every Township Trustee is responsible for filing a report, called the 100R, with the State Examiner that indicates the following:
 1. The names and business addresses for each employee;
 2. Their respective duties; and
 3. Their compensation.

The report is required to be filed in the month of January.

The report must be filed in an electronic form in the manner prescribed by IC 5-14-3.8-7 (Gateway system)

The DLGF may not approve the subsequent budget if the report has not been filed.

Annual Reports

- There are three reports commonly referred to as the Annual report:
 1. Report required by IC 36-6-4-12 to be presented to the Township Board;
 2. Report required by IC 36-6-4-13 to be published in accordance with IC 5-3-1; and
 3. Report required by IC 5-11-1-4 to be filed with the State Examiner.

IC 36-6-4-12

- The report is required to be presented to the Township Board at their annual meeting that is to take place on or before the third Tuesday after the first Monday in February (2-17-15).
- The report shall consist of the receipts and expenditures of the preceding year along with the ending balance of all funds controlled by the Trustee. This report is called the “Cash & Investment Combined” report in Gateway.
- Within 10 days after the Township Board meeting, the Trustee is required to file a copy of the report along a copy of all the checks issued with the County Auditor.
- If the Trustee fails to file the report with the County Auditor within 10 days, then the Township Board may fine the Trustee \$5 for each day until the report is filed.

IC 36-6-4-12 continued

- Among other things, IC 36-6-4-14 requires the outgoing Trustee to provide the incoming Trustee with the report required by IC 36-6-4-12 no later than the second Monday in January (1-12-15).
- Because we have designed the Gateway website to accomplish all three required annual reports the outgoing Trustee will have “edit only” rights through their prior username and password. They will be able to input the information into the Gateway report and print out the “Cash & Investment Combined” report to present to the incoming Trustee.

IC 36-6-4-13

- The report is an abstract of the receipts and expenditures of all funds and must include the following:
 1. The sum of each fund's balance at the beginning of the year;
 2. The sum of money received by each fund during the year;
 3. The sum of money paid from each fund during the year;
 4. The sum of each fund's balance at the end of the year;
 5. A detail of receipts by source for the year; and
 6. A detail of expenditures showing the gross payment made to each vendor during the year.

IC 36-6-4-13 continued

- Within four weeks after the third Tuesday following the first Monday in February (3-17-15) the abstract must be published in accordance with IC 5-3-1.
- The published abstract must state that a copy of the report and accompanying checks are on file with the County Auditor and the Township Board has a copy of the report that is available for inspection by the public.

IC 5-11-1-4

- Every Township is required by the State Examiner to file a financial report no later than 60 days after the end of the fiscal period.
- Township fiscal period runs 1-1-14 to 12-31-14, so the report is due by March 1, 2015.
- Report is required to be submitted electronically in the manner prescribed by IC 5-14-3.8-7 (Gateway system)
- DLGF will not approve subsequent budget if the report has not be filed.

Initial Steps for Gateway System

- The first step for newly elected Trustees is to email annualreports@sboa.in.gov and request a username and password. In the email you should include the following:
 1. that you are the newly elected Trustee for “XYZ” Township;
 2. you should indicate your name; and
 3. you should indicate the email address that you would like to use for Gateway related notifications.

Indiana Gateway for Government Units

- **Gateway Public Website**
 - <https://gateway.ifionline.org/>

INDIANA
Gateway for government units



[Home](#) [Report Builder](#) [Download Data](#) [Learn More](#)

[Local Officials: Login Here »](#)

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



[Find your units](#)



[Public employee compensation](#)



[When is your budget hearing?](#)

Indiana Gateway for Government Units

- **Gateway Login Screen**

- <https://gateway.ifionline.org/login.aspx>

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

Browser Support

Gateway runs on the latest web technology, so you will need to use the latest versions of Firefox or Chrome on your local desktop. (Some applications in Gateway are not supported by Internet Explorer.) You can use these links to download the latest versions:

- [Firefox](#)
- [Chrome](#)

For additional questions or technical assistance, please contact IBRC Tech Support at ibrctech@iupui.edu.

Indiana Gateway for Government Units

- **Gateway Home Screen**

- Applications are available for multiple agencies.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts) and **IEERB** (Indiana Education Employment Relations Board).

Select Application



Budgets



Debt Management



Annual Financial
Report



SB 131 Reporting for
SWMDs



TIF Management



100R



Property Files Upload



Redevelopment



Collective Bargaining
Reporting

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Per IC 5-11-13**

- Must be filed with the State Examiner.
- DLGF may not approve the budget of a unit until it is filed.
- Must be filed electronically via the State Gateway.
- Due January 31 each year.
- Must indicate whether the unit offers a health plan, a pension, and other benefits to full-time and part-time employees.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Per IC 5-11-13-1.1**

- Must indicate whether the unit has implemented a nepotism policy (IC 36-1-20.2) and a contracting policy (IC 36-1-21). Do **NOT** send copies of these policies or the 100R to SBOA.
- **New for 2014.** A PDF file of the nepotism and contracting policies must be uploaded to Gateway. You will not be able to submit until they are uploaded.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

	Full-Time	Part-Time
3. Are health benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Are pension/retirement benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Are any other benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Has your unit implemented the following?	
6. A nepotism policy per IC 36-1-20.2	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. A contracting policy per IC 36-1-21	<input checked="" type="radio"/> Yes <input type="radio"/> No

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

100R Main Menu ?

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	0 Rows Entered
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. Use this application to upload the PDF version of that policy.	Not Uploaded
Contracting Policy Upload	It was indicated that the unit has a contracting policy. Use this application to upload the PDF version of that policy.	Not Uploaded
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

Nepotism Policy Upload

Use this page to upload the nepotism PDF file.

Upload PDF file:

Browse

Upload

Upload history

year	Upload date		
2014	10/31/2014 8:54:26 AM	View File	X

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Who to Report**

- Report ALL people employed by the unit for the previous year. This includes part time, temporary, and seasonal employees. If a W2 is supposed to be issued, that person should be listed on the Gateway 100R. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials including board members should be included.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **What to Report**

- Report the total compensation paid to the employee during the previous year. Use IRS Publication 15 as a guideline as to what to include as compensation. For specific questions, check the user guide and consult your tax professional.

- **Ability to auto fill address fields.**

[Return to 100R Main Menu](#)

Add Row

[illegible]

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

The following address fields can auto populate the grid by entering defaults below. Click **Apply** to add the entered default fields to each blank record. Default fields will also apply to newly added rows.

Business Address	Business City	Business State Abr	Business Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply **Cancel**

Name	Initial	Department Name	Business Address	Business City	State Abr.	Code	Job Title	Compensation
------	---------	-----------------	------------------	---------------	------------	------	-----------	--------------

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Ability to auto fill address fields.**

100R Employee Data Entry

[Save All Work](#)[Return to 100R Main Menu](#)

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

[Set Default Address](#)[Add Row](#)

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
✗	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required
✗	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required
✗	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**

- Tab or click in a cell to go to the next cell in a row.
- Enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row.
- Enter something in all cells marked “Required” or the row will not be saved.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas in the Total Compensation cell.
- Click the Save All Work Button to save changes.
- You may sort rows within the grid by clicking on the column heading.
- For best results, use the most recent version of Internet Explorer, Chrome or Firefox.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

- Don't forget to submit. Your form is not filed until you submit it. If you upload your information you still have to click the submit button to be done.
- An Attestation Statement is part of the submission process.

100R Main Menu ?

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	3 Rows Entered
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

Submit 100R

Please review the following summary before certifying that the 100R data is complete.

100R Data Summary

Employee Counts	
Count Stated in Unit Questions	3
Count From Entered Records	3
Compensation Summary	
Maximum Salary	\$1,000.00
Minimum Salary	\$500.00
Total Salary	\$2,000.00

Submit Report

Proceed to Submit the 100R

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.



Submit This Report

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Submit 100R and Attestation Statement**

The 100R Report has been submitted

! Attestation Statement

The online portion of the 100R Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/17/2014 3:41:00 PM. The 100R Report is not considered submitted until the attestation form is completed, signed and mailed.

To complete your 100R Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

[DOWNLOAD ATTESTATION FORM](#)

[Return to the 100R Main Menu](#)

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **Attestation Statement**

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be **mailed** within 5 days of submitting on Gateway.
- If you re-submit your 100R on Gateway, you **must** print, sign and mail a new attestation form.

**State Board of Accounts
Compensation of Public Employees (100R)
Attestation Form**

To complete your Compensation of Public Employees (100R) submission via Gateway you must **sign** and **mail** this Attestation Form to the address below within **5 days** of submitting your report via Gateway:

**Indiana State Board of Accounts
Attn: 100R Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204**

The 2013 100R for Boone Township, Harrison County

was submitted via the State

Gateway on 9/19/2013 6:00:00 PM by lbaker@sboa.in.gov.

I, _____,

as the Executive or Fiscal Officer hereby certify that data contained in the 100R report submitted

via Gateway on

9/19/2013 6:00:00 PM is accurate and agrees with the employment records,

to the best of my knowledge and belief.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Contact Information:

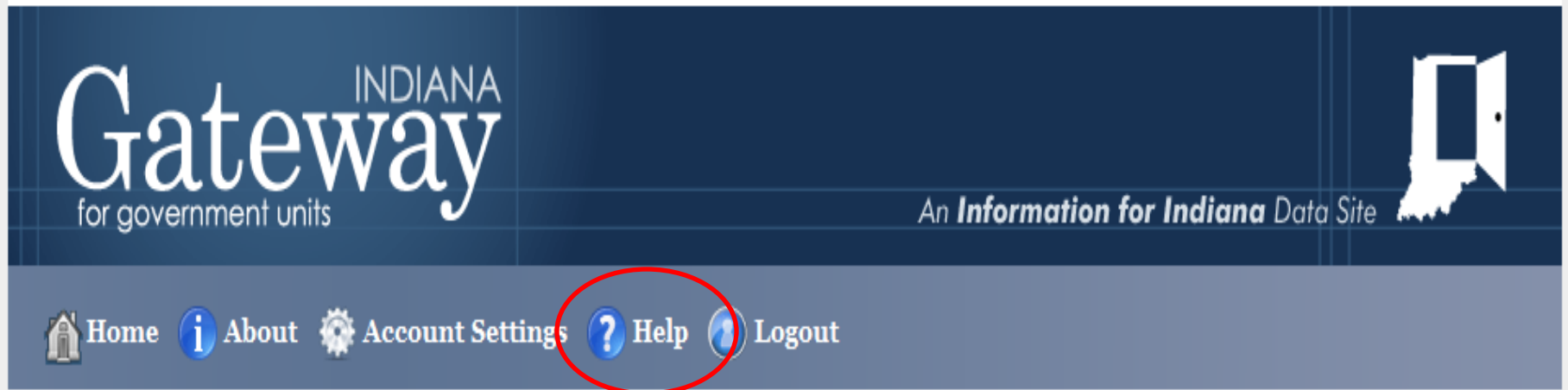
Name: _____

Telephone: _____

Email: _____

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**
 - User Guide



Welcome to the Indiana Gateway for Government Units

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**

- SBOA Web site at www.in.gov/sboa

SBOA Home
About SBOA
Units We Audit
Career Opportunities
Contact Us
Forms, Publications & Resources
Audit Reports
Manuals
Gateway
Filed Annual Reports
Guidelines for Independent Auditors
Non-Governmental Entity Audit Process
Electronic Forms
Meeting Materials
Electronic and Digital Signatures
Valuation of Capital Assets
Calendar
Resources

SBOA > Gateway > Gateway 100R

Gateway 100R

Gateway INDIANA
for government units
An Information for Indiana Data Site

Login to Live Site (for Local Officials) -
<https://gateway.ifionline.org/login.aspx>

Public Data Site - <http://gateway.ifionline.org/>

Per IC 5-11-13-1 and IC 5-14-3.8-7, the State Board of Accounts has implemented the Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) on the Gateway. Starting with the 100R due in January 2013 the Gateway will be the only means of submitting your 100R. A 100R submitted by any other means or in any other format WILL NOT BE ACCEPTED.

[Download the 100R User Guide](#)

Who is responsible for submitting the 100R

Per the statutes, the Executive Officer of the unit is responsible for submission of the 100R. For most units the Executive Officer is different than the Fiscal Officer who submits the Annual Report and Budget. Below is a chart comparing the Fiscal Officer vs. the Executive Officer for various units.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- **How can I get help?**

- Email the SBOA Help Desk at:
annualreports@sboa.in.gov
- Email IBRC Technical Support at:
ibrctech@iupui.edu

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

Questions?

Annual Financial Report (AFR)

- **Per IC 5-11-1-4**

- Must be filed with the State Examiner.
- DLGF may not approve the budget of a unit until it is filed.
- Must be filed electronically via the State Gateway.
- Due 60 days after the year end which will be March 1, 2015.

AFR Main Menu

Main Menu - Google Chrome

https://gateway.ifonline.org/afr/SBOA_Menu.aspx

Apps Indiana General Ass... 2014 IC Gateway Public Site Frontier-Yahoo! Mail People Soft The Learning Conne... Scramble Handicap ... Other bookmarks

Select Unit and Year > AFR Main Menu

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

Annual Financial Report Main Menu ?

The sections below are the ones that are required to complete your annual financial report. Some of these sections are based on the answers that you gave to the questions on the previous screen. If you need to go back and change any of the answers to those questions, click on Unit Questions above.

Unit Information

	Status
Unit Questions	Complete
Identify Enterprises	Not Entered
Schedule of Officials	Not Complete

Core Reporting

	Status
Financial Data by Fund	4 Fund(s)
Capital Assets	\$0 in Assets
Grants	Not Entered
Accounts Payable/Receivable	Not Entered
Debt	Not Entered
Leases	Not Entered
Financial Assistance to Non Governmental Entities	Not Entered
Pensions	Not Complete
TA-7	Township Assistance
Disbursements by Vendor	Not Entered
Contracts	Not Uploaded

System Functions

	Status
Upload Files	Not Uploaded
Annual Report Outputs	Available
Review Submission	Available
Submit Annual Report	Not Submitted

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms

Email

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Unit Questions

Unit Questions - Google Chrome

https://gateway.ifonline.org/afr/unit_questions_2014.aspx

Apps Indiana General Ass... 2014 IC Gateway Public Site Frontier-Yahoo! Mail People Soft The Learning Conne... Scramble Handicap ... Other bookmarks

Select Unit and year > Unit Questions

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

AFR Unit Questions ?

Please answer all of the questions below by clicking Yes or No as appropriate. Please make sure you answer the questions correctly as they will determine the information required for you to complete your annual report.

1. Has your unit received or disbursed any Federal money from grants? The amount of Federal funding that is received or disbursed during the year affects the type of engagement that you are required to have performed by the State Board of Accounts as well as the format and content of the Financial Statements. Federal grants can come to you in different forms including: direct grants from Federal agencies; Amounts passed through from the State; Loan and Loan guarantee programs; Receipt of Donated property; Food commodities; Interest subsidies; Insurance; Endowments; and Program income. Click below for more information on grants. Additional Information	<div><input type="radio"/> Yes <input type="radio"/> No</div>
2. Did your unit disburse money for financial assistance to non-governmental entities? Examples include Volunteer Fire Departments, 4H, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question.	<div><input type="radio"/> Yes <input type="radio"/> No</div>
3. Does your unit have any Utilities or other Enterprises? Governmental units often provide services that are operated like a business and charge fees to external users for goods or services rather than receiving tax dollars. These activities are called Enterprises. The most common Enterprises are utilities such as Water and Wastewater. Other types of Enterprises could include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.	<div><input type="radio"/> Yes <input type="radio"/> No</div>
4. Does your unit departmentalize? SBOA does not allow entry of disbursements by department for this unit type at this time.	
5. Does your unit have any outstanding debt? Debt can be in the form of bonds, notes, loans, or judgments payable over more than one year. Leases are considered separately (see question 6 below).	<div><input type="radio"/> Yes <input type="radio"/> No</div>
6. Does your unit have any outstanding leases? A contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic payment.	<div><input type="radio"/> Yes <input type="radio"/> No</div>
7. Do you maintain records listing the types and values of assets owned by the unit? Assets include land, buildings, infrastructure, vehicles, equipment, etc.	<div><input type="radio"/> Yes <input type="radio"/> No</div>
8. Do you have data files from your accounting system to upload your beginning fund balances, receipts and disbursements? You must get these files from your vendor's accounting system. If you have questions on how to get these files, please contact your vendor.	<div><input type="radio"/> Yes <input type="radio"/> No</div>
9. Does your unit have any contracts that you would like to upload for the public to view? These are contracts in which you are paying a vendor for goods or services, such as a software maintenance contract. Do not include contracts where you are receiving money for providing a service. For example, a fire district that has a contract to provide fire protection to another local government and receives money for providing this service.	<div><input type="radio"/> Yes <input type="radio"/> No</div>
<div>Proceed Cancel</div>	

Unit Questions continued

- Answers to certain questions will determine the availability of some sections on the AFR Main Menu (Capital Assets, Grants, Financial Assistance to Non-Governmental Entities, Debt, Leases, Contracts)

Schedule of Officials

https://gateway.ifionline.org/afr/ScheduleOfficials.aspx - Google Chrome

https://gateway.ifionline.org/afr/ScheduleOfficials.aspx

Apps Indiana General Ass... 2014 IC Gateway Public Site Frontier-Yahoo! Mail People Soft The Learning Conne... Scramble Handicap ... Other bookmarks

Schedule of Officials ?

Please fill out the form below as completely as possible. You may leave an item blank if it is not applicable. Check the Mark Complete checkbox at the bottom of the screen when finished.

Save All Work Return to AFR Main Menu

Name of Township:	Sboa Township Unit
County Township Resides In:	sboatest
Primary Contact Person:	required
Office Address:	required
Office Phone:	required
Fax:	
Email Address:	required

OFFICIALS: (Please complete the following with names, dates, & addresses of officials.) (Make sure to included the entire term for elected officials. Others will be on an annual basis.)

Trustee (Name):	
Current Term Begin Date:	
Current Term End Date:	
Beginning Date of Initial Term:	
Current Home Address:	
Email:	
Please list prior Trustee, if person held position since prior audit.	
Name:	
Term:	
Current Home Address:	
Email:	

Other (Name and Title):	
Current Term Begin Date:	
Current Term End Date:	
Current Home Address:	
Email:	
Please list prior person, if person held position since prior audit.	
Name:	
Term:	
Current Home Address:	
Email:	

Chairman of the Township Board (Name):	
Current Term Begin Date:	
Current Term End Date:	
Current Home Address:	
Email:	
Please list prior Chairman, if person held position since prior audit.	
Name:	
Term:	
Current Home Address:	
Email:	

Superintendent of Utilities (Name):	
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Schedule of Officials continued

https://gateway.ifionline.org/afr/ScheduleOfficials.aspx - Google Chrome

https://gateway.ifionline.org/afr/ScheduleOfficials.aspx

Apps Indiana General Ass... 2014 IC Gateway Public Site Frontier-Yahoo! Mail People Soft The Learning Conne... Scramble Handicap ... Other bookmarks

Superintendent of Utilities (Name):	
Enterprise Name:	
Current Term Begin Date:	
Current Term End Date:	
Current Home Address:	
Email:	

Please list prior person, if person held position since prior audit.

Name:	
Term:	
Current Home Address:	
Email:	

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).

The Federal government requires that all applicants for Federal grants and cooperative agreements have a DUNS number. To verify that you have a DUNS number or to take the steps necessary to obtain one call D&B using the toll-free number, 1-866-705-5711.

Federal EIN: (Please make sure to include all ID#'s assigned to the unit.)

Federal Employer Identification Number (EIN) is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

☐ Mark Complete

Save All Work Return to AFR Main Menu

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

Email

- [Technical Issues](#)
- [SBOA](#)

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for Indiana

Schedule of Officials continued

- You are required to input information into the following fields in order to continue:
 1. Primary Contact,
 2. Office Address,
 3. Office Phone Number and
 4. Office Email Address.

Must mark the form complete to continue.

Financial Data By Fund

Financial data by Fund - Google Chrome

https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=2

Apps Indiana General Ass... 2014 IC Gateway Public Site Frontier-Yahoo! Mail People Soft The Learning Conne... Scramble Handicap ... Other bookmarks

Gateway

for government units

An *Information for Indiana* Data Site

Home About Account Settings Help Logout

Indiana State Board of Accounts

Activity Alert - session will expire in :19:41

Select Unit and Year > AFR Main Menu > Financial Data by Fund

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Financial Data by Fund ?

Save All Work Return to AFR Main Menu

Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund. **Beginning Balance Investments** and **Beginning Balance Cash** fields may be edited by clicking directly on the grid.

Governmental Activities (Add a fund to this grid)

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
✗	✎	0000000101 - TOWNSHIP FUND 101008 Township	\$25,000.00	\$25,000.00	\$165,314.95	\$0.00 Add/Edit	\$0.00 Add/Edit	\$165,314.95
✗	✎	0000000840 - TOWNSHIP ASSISTANCE 102086 Township Assistance	\$0.00	\$0.00	\$46,030.39	\$0.00 Add/Edit	\$0.00 Add/Edit	\$46,030.39
✗	✎	0000001111 - FIREFIGHTING 102087 Firefighting	\$0.00	\$0.00	\$18,043.53	\$0.00 Add/Edit	\$0.00 Add/Edit	\$18,043.53
✗	✎	0000001301 - PARKS AND RECREATION 102056 Parks And Recreation	\$0.00	\$0.00	\$16,361.68	\$0.00 Add/Edit	\$0.00 Add/Edit	\$16,361.68

Save All Work Return to AFR Main Menu

Financial Data By Fund continued

- Information inputted should agree with the information in the Township Ledger.
- Fund names and beginning balances will pull forward from prior year's report.
 - You can change the beginning balances by selecting the field and entering the correct number
- To enter Receipts and Disbursements you click the Add/Edit link for each fund.

Receipts

Receipts - Google Chrome

https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=21&fund_id=610587&ent_id=0

Apps Indiana General Ass... 2014 IC Gateway Public Site Frontier-Yahoo! Mail People Soft The Learning Conne... Scramble Handicap ... Other bookmarks

Receipts ?

Save All Work Financial Data by Fund Enter Disbursements For This Fund

To quickly find a receipt classification on this page: simultaneously press the "ctrl" and "F" keys, and type in the name of the receipt classification you are looking for.

Taxes and Intergovernmental

Total: \$0.00

Receipt Classification	Amount
General Property Taxes	
County Adjusted Gross Income Tax (CAGIT) Certified Shares	
County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Credit	
County Economic Development Income Tax (CEDIT)	
County Option Income Tax (COIT)	
Local Option Income Tax (LOIT) for Levy Freeze	
Local Option Income Tax (LOIT) for Public Safety	
Inheritance Tax	
Casino/Riverboat Distribution	
Cigarette Tax Distribution	
Financial Institution Tax distribution	
Vehicle/Aircraft Excise Tax Distribution	
Commercial Vehicle Excise Tax Distribution (CVET)	
County Adjusted Gross Income Tax (CAGIT) Additional Distributions	
County Option Income Tax (COIT) Additional Distributions	
County Economic Development Income Tax (CEDIT) Additional Distributions	
State, Federal, and Local Payments in Lieu of Taxes	
Federal and State Grants and Distributions - Highways and Streets	
Federal and State Grants and Distributions - Culture and Recreation	
Federal and State Grants and Distributions - Economic Development	

Other Taxes and Intergovernmental

Add Row

Delete	Receipt Classification	Account Name	Account Number	Amount
--------	------------------------	--------------	----------------	--------

Receipts continued

- Totals for each applicable category are inputted into the fields.
 - If certain receipts do not have a category listed you have the option of adding a category in the “Other” section of each set of categories.
- Amounts inputted into the Investment Purchases category will add to the Investment balances on the Financial Data by Fund report.

Disbursements

Disbursements - Google Chrome

https://gateway.ifionline.org/afr/dept.aspx?fund_id=610587&ent_id=0

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Disbursements ?

Save All Work Financial Data by Fund Enter Receipts For This Fund

Record disbursements related to this fund and department (if applicable). All disbursement classifications are displayed below. To delete a disbursement, leave the amount field blank.

Personal Services

Total: \$0.00

Disbursement Classification	Amount
Salaries and Wages	
Other Personal Services	
Employee Benefits	

Supplies

Disbursement Classification	Amount
Office Supplies	
Operating Supplies	
Repair and Maintenance Supplies	
Other Supplies	

Services and Charges

Disbursement Classification	Amount
Professional Services	
Communication and Transportation	

Capital Assets

Capital Assets - Google Chrome

https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=7

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Board of Accounts

Activity Alert - session will expire in :17:56

Select Unit and Year > AFR Main Menu > Capital Assets

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Capital Assets ?

Save All Work Return to AFR Main Menu

Using your Capital Asset records complete the Schedule of Capital Assets (land, building, equipment, etc.) as of the end of the year. If you have infrastructure, but don't have valuations for it, submit the Annual Report with a temporary value of \$ 9.99 and estimate the value later. See [this page](#) for information on various methodologies for estimating the value of infrastructure. Once you have estimated the value, correct the Annual Report and resubmit.

Government or Enterprise	Land	Infrastructure	Building	Improvements Other Than Buildings	Machinery, Equipment, and Vehicles	Construction In Progress	Books and Other
Governmental Activities	Required	Required	Required	Required	Required	Required	Required

Save All Work Return to AFR Main Menu

Asset descriptions

Infrastructure: Property that is stationary in nature and has a long life (e.g., roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems).

Improvements Other Than Buildings: Permanent improvements that add value to land (e.g., fences, landscaping, parking lots, and retaining walls).

Books and Other: Used by Libraries for their collections of books, periodicals, CDs, etc. This category can also be used by any unit for other types of assets not listed.

Capital Assets continued

- This schedule will be available if you answered “Yes” to question #7 on the Unit Questions screen.
- You are required to enter Total amounts for each category of capital assets listed on the schedule.
- The amounts that you enter should be the total acquisition costs for each type of asset.
- If you don’t have any capital assets in a particular category then you should enter a zero.

Grants

Grants - Google Chrome

https://gateway.ifionline.org/afr/interface_access.aspx?interface_id=6

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Grants ?

Save All Work Return to AFR Main Menu

Complete the Grant Schedule for grants you received or disbursed money from during the year.

Add Row

Delete	Local Project Name/Description	Federal Program Title/Project Name	Federal Agency	Pass Through Agency	CFDA Number (##.###)	Award Name	Award Number	Grant Type
✕	Required							Required
New Row Inserted. Please Update Records.								

Save All Work Return to AFR Main Menu

Item Descriptions

Local Project Name/Description: The name that is used locally to identify the project. This may or may not be the same as the official name of the project in the grant documents.

Federal Program Title/Project Name: The official Program Title from which the grant was awarded. This should come from the grant documents. It's possible to have multiple grants for different projects within the same program. If this is the case, use a separate line for each project and add the official Project Name from the grant documents to the Program Title. If the CFDA number is known, the official program name can be determined by searching that number at <http://www.cfda.gov>.

Federal Agency: Enter the name of the Federal agency that provided the award. This information should be available on your award letter or can be provided through the Pass-Through Agency. You can also use the first two digits of the CFDA number to identify the awarding Federal Agency. (See the Gateway Annual Financial Report User Guide for a list of common agencies.) It can also be found by searching the CFDA number at <http://www.cfda.gov>

Pass-Through Agency: Enter the name of the State Agency or other entity that awarded the grant to you. This would be the agency or entity that you receive the money from. Please enter the full name of the Pass-Through Agency, not the acronym. (See the Gateway Annual Financial Report User Guide for a list of State Agencies that commonly pass federal funds down.

CFDA Number: This is the number from the Catalog of Federal Domestic Assistance that specifically identifies the grant program. The CFDA number should be in the grant documents. If this information is unavailable, consult the Federal awarding agency or pass-through entity to obtain this number. The CFDA catalog is available on the Internet at <http://www.cfda.gov>.

Award Name: Enter the name the awarding agency has assigned to your grant. This should be included in the award letter.

Award Number: Enter the number the awarding agency has assigned to your grant. This should be included in the award letter.

Grant Type (Choose From Dropdown):
Advance: Choose this when the federal grant is received on an advancement basis. This means that the grant money is received before disbursements related to the grant activity are made. The federal money is actually used to pay for the activities related to the grant in this case.
Reimbursement: Choose this when the federal grant is received on a reimbursement basis. This means that the disbursement is made from local funds then the amount

Grants continued

- Schedule will be available if you answered question #1 by selecting “Yes”.
- Click “Add Row” to enter each grant.
- Enter information in the fields that are marked “Required”.
- Descriptions of each column is provided below the schedule.

Accounts Payable/Receivable

Accounts payable/receivable - Google Chrome

https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=20

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Indiana State Board of Accounts

Activity Alert - session will expire in :19:44

Select Unit and Year > AFR Main Menu > Accounts Payable/Receivable

County: sbostest County
Unit: Sboa Township Unit
Year: 2014

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Accounts Payable/Receivable ?

Save All Work Return to AFR Main Menu

Please enter the total dollar amount of your Accounts Payable and Accounts Receivable for your Governmental Funds and each enterprise.

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	Required	Required

Save All Work Return to AFR Main Menu

Accounts Payable

Accounts payable consist of amounts for goods and services that your unit received or used during the year, but hasn't paid for by the end of the year. Most units of government will probably have some accounts payable. For example for units on the calendar year, claims submitted in December, but not paid until January would be accounts payable. For schools, it would be claims submitted in June, but not paid until July.

Accounts Receivable

Accounts receivable are amounts that are owed to your unit that haven't been received by the end of the year. . The best example of accounts receivable in a governmental setting are utility fees that have been billed to the customers and are still unpaid at the end of the year. Additional accounts receivable could include grants or property tax distributions that are due, but haven't been received by year end. For schools, the year end is June 30. For most other units it is December 31.

Units of government that have utilities or other services where the customer is sent a bill rather than paying at the time of service will have accounts receivable. Other units of government may or may not have accounts receivable depending on their situation.

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Accounts Payable/Receivable continued

- Total amounts are required to be entered in each column.
- If you do not have any Accounts Payable or Accounts Receivable, then you should enter a zero in the two fields.
- Descriptions are provided below the schedule for reference.

Debt

Debt - Google Chrome

https://gateway.ifonline.org/afri/interface_access.aspx?interface_id=14

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Indiana State Board of Accounts

Activity Alert - session will expire in :19:28

[Select Unit and Year](#) > [AFR Main Menu](#) > **Debt**

County: **sboatest County**
Unit: **Sboa Township Unit**
Year: **2014**

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

! Edit not recorded:
A value must be
provided for all
required fields.

Save All Work Return to AFR Main Menu

Complete the Debt Schedule (bond issues, lines of credit, etc) as of the end of the year.

Governmental Activities

Add Row

Delete	Debt Class	Description or Purpose	Ending Principal Balance as of Dec. 31, 2014	Principal and Interest Due in 2015
✗	General Obligation Bonds	Required	Required	Required
✗	Revenue Bonds	Required	Required	Required
✗	Notes and Loans Payable ▼	Required	Required	Required

Save All Work Return to AFR Main Menu

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Debt continued

- Schedule will be available if you answered question #5 by selecting “Yes”.
- Click “Add Row” to enter each debt outstanding as of December 31, 2014.
- Select the type of “Debt Class” for each outstanding debt that has been issued.
- Enter information in the fields that are marked “Required”.

Leases

Leases - Google Chrome

https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=22

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Indiana State Board of Accounts

Activity Alert - session will expire in :19:47

[Select Unit and Year](#) > [AFR Main Menu](#) > **Leases**

County: **sboatest County**
Unit: **Sboa Township Unit**
Year: **2014**

Edit not recorded: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.
Annual payment must be greater than zero.

Leases

[Save All Work](#) [Return to AFR Main Menu](#)

Enter the annual lease payment for all leases in force as of the end of the year. Please include all Capital and Operating Leases. Schools should also include School Building Corporation leases.

Governmental Activities

[Add Row](#)

Delete	Lessor	Description or Purpose	Annual Lease Payment Due in 2015	Lease Beginning Date MM/DD/YYYY	Lease Ending Date MM/DD/YYYY	
	Required	Required	Required	Required	Required	

New Row Inserted. Please Update Records.

[Save All Work](#) [Return to AFR Main Menu](#)

Leases continued

- Schedule will be available if you answered question #6 by selecting “Yes”.
- Click “Add Row” to enter each lease outstanding as of December 31, 2014.
- Enter information in the fields that are marked “Required”.

Financial Assistance to Non-Governmental Entities

Financial assistance to Non Governmental Entities - Google Chrome

https://gateway.ifionline.org/afr/interface_access.aspx?interface_id=4

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Select Unit and Year > AFR Main Menu > Financial Assistance to Non Governmental Entities

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Financial Assistance to Non Governmental Entities ?

Enter information on financial assistance your unit has given to non governmental entities during the year. Examples include Volunteer Fire Departments, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question. **For further clarification, see the notes below this entry grid.**

Add Row

Delete	Name	Federal Tax ID ##-####	Street Address	Suite No.	City	State Abr.	County	Operating Offi Name
X	Required						Required	

New Row Inserted. Please Update Records.

Save All Work Return to AFR Main Menu

We believe nonfederal funding arrangements that meet all of the following criteria, should be viewed as a "purchase of service," and not "financial assistance":

1. A contract for services exists between the provider and the recipient
2. The contract stipulates a predetermined amount to be provided, per unit of service performed
3. Claims for payment are submitted by the recipient after the service is performed, with sufficient documentation to evidence the units of service provided
4. The total amount provided during the contract period is not subject to adjustment due to variances between a recipient's estimated and actual cost of providing the service

Financial Assistance to Non-Governmental Entities continued

- Schedule will be available if you answered question #2 by selecting “Yes”.
- Click “Add Row” to enter organization that the Township provided assistance.
- Enter information in the fields that are marked “Required” and complete as many additional fields as you are able.

Pensions

Pension Questions - Google Chrome

https://gateway.ifonline.org/afr/pension_questions.aspx

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Indiana State Board of Accounts

[Select Unit and Year](#) > [Main Menu](#) > **Pensions**

County: **sboatest County**
Unit: **Sboa Township Unit**
Year: **2014**

Pensions ?

1. Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.

☐ Public Employees Retirement Fund ☐ 1925 Police Pension Fund
☐ Teachers Retirement Fund ☐ 1937 Firefighter's Pension Fund
☐ Police Pension Fund - First Class Cities ☐ 1977 Police and Firefighter's Pension Fund

2. Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?

☐ Yes ☒ No

Add a plan entry in the table below for each additional plan the unit has.

3. When complete, mark the form as completed.

☐ This form is complete

[Save This Form](#) [Return To the Main Menu](#)

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Pensions continued

- Select all plans that apply
- If you answer yes, then you will be asked for additional information that we are required to gather per IC 5-11-20.
- You are required to “check” the complete box in order to be done with this schedule.

TA-7

https://gateway.ifionline.org/afr/TA7.aspx - Google Chrome

https://gateway.ifionline.org/afr/TA7.aspx

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TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)

Note: Please enter your information, then click the SAVE ALL WORK button to create totals and format the data.

Be sure to enter data into EVERY field below – even if it is 0. Otherwise the form will not be read as complete.

Save All Work Return to AFR Main Menu

1. Total Number of Requests for Township Assistance	
2. (A) Total Number of Recipients of Township Assistance	
2. (B) Total Number of Households Containing Recipients of Township Assistance	
2. (C) (i) Total Number of Case Contacts Made With or On Behalf of Recipients of Township Assistance	
2. (C) (ii) Total Number of Case Contacts Made With or on Behalf of Members of a Household Receiving Township Assistance	
3. Total Value of Benefits Provided to Recipients of Township Assistance	
4. Total Value of Benefits Provided Through Efforts of Township Staff From Sources Other Than Township Funds	
5. (A) Total Number Receiving Utility Assistance- Recipients	
5. (A) (i) Total Number Receiving Utility Assistance - Households	
5. (B) Total Number of Recipients Assisted By Township Staff In Receiving Utility Assistance From Sources Other Than Township Funds	
6. (i) Total Value of Benefits Provided for Payment of Utilities - Township	
6. (ii) Total Value of Benefits Provided For Payment of Utilities - Nontownship Sources	
6. (iii) Total Value of All Benefits For Payment of Utilities	\$0.00
7. (A) Total Number Receiving Housing Assistance - Recipients	
7. (A) (i) Total Number Receiving Housing Assistance - Households	
7. (B) Total Number of Recipients Assisted By Township Staff in Receiving Housing Assistance From Sources Other Than Township Funds	

TA-7 continued

- Complete each question from information included on Township Assistance Applications.
- Must input information in every field.
Therefore, zeros should be inputted into fields that do not have amounts.

Disbursements by Vendor

Disbursement by Vendor - Google Chrome

← → ↻ https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=23


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Activity Alert - session will expire in :19:39

Select Unit and Year > [AFR Main Menu](#) > Disbursements by Vendor Fund Selection

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

Disbursements by Vendor ?

Return to AFR Main Menu

Select a fund from below to enter disbursements by vendor.

Governmental Activities

Local Fund Name	Vendor Detail Records	Amount of Detailed Disbursements	Add Vendor Detail
0000001111 - FIREFIGHTING 102087 Firefighting	0	\$0.00	Enter Detail
0000001301 - PARKS AND RECREATION 102056 Parks And Recreation	0	\$0.00	Enter Detail
0000000840 - TOWNSHIP ASSISTANCE 102086 Township Assistance	0	\$0.00	Enter Detail
0000000101 - TOWNSHIP FUND 102087 Township Fund	0	\$0.00	Enter Detail

Return to AFR Main Menu

Disbursements by Vendor continued

- This schedule is completed to satisfy one of the requirements of the abstract from IC 36-6-4-13.
- The total amount of disbursements that you have entered on the Disbursement schedule will be brought forward.
- You click on the “Enter Detail” link to add your vendors.

Disbursements by Vendor continued

Disbursement by Vendor - Google Chrome

https://gateway.ifonline.org/afr/interface_access.aspx?interface_id=24&fund_id=610590

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Activity Alert - session will expire in :19:49

[Select Unit and Year](#) > [AFR Main Menu](#) > [Select Fund](#) > **Disbursements by Vendor**

IMPORTANT: Click on 'Save All Work' to save changes before leaving data entry pages. Also, avoid using double quotes.

County: **sboatest County**
Unit: **Sboa Township Unit**
Year: **2014**
Fund: **0000001111 FIREFIGHTING**

Disbursements by Vendor ?

Enter Disbursements by Vendor.

[Save All Work](#) [Click to Select Another Fund](#)

[Add Row](#)

Delete	Disbursement Classification	Vendor Name	Amount
✖	Required	Required	Required

New Row Inserted. Please Update Records.

[Save All Work](#) [Click to Select Another Fund](#)


Disbursements by Vendor continued

- You select the “Add Row” button for each vendor that you made a payment to.
- You are required to enter information to all of the columns included in the schedule.
- You are required to enter every vendor/person that you made payment to for each fund.
 - If you have recorded a “transfer out” from a fund then you would still need to list that transfer for the schedule to be complete.
- At the end, the sum of the vendor detail that you enter will have to agree with the Total Disbursements that you inputted in the Disbursement Schedule.


Contracts

Upload Files - Google Chrome
https://gateway.ifonline.org/afr/contract_upload.aspx

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Indiana State
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[Select Unit and Year](#) > [AFR Main Menu](#) > **Contract Upload**

County: **sboatest County**
Unit: **Sboa Township Unit**
Year: **2014**

Contract Upload ?

These are contracts in which you are **paying** a vendor for goods or services, such as a software maintenance contract. Do **not** include contracts where you are receiving money for providing a service. For example, a fire district that has a contract to provide fire protection to another local government and receives money for providing this service.

Contract vendor:

Contract start date:

Expected contract amount:

Upload PDF file:

[Browse](#)

[Upload](#)

Upload history

Contract vendor	Contract start date	Expected contract amount	Upload date
No records to display.			

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Contracts continued

- This screen will be available if you answered “Yes” to question #9 on the Unit Questions screen.
- At this point, uploading contracts are voluntary.

Upload Financial Information

Upload Files - Google Chrome

https://gateway.ifonline.org/afr/upload_sboa.aspx

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Select Unit and Year > AFR Main Menu > Upload Files

Upload Files ?

County: sboatest County
Unit: Sboa Township Unit
Year: 2014

Upload Files

Select a file type

Browse

Upload File

FileType	Status
Contact Information	
Beginning Balances	
Receipts	
Disbursements	
Township Vendor Disbursements	

Reset upload

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Upload Financial Information continued

- This function will be available to you if you answered “Yes” to question #8 on the Unit Questions screen.
- May be advantageous for larger Townships instead of manually inputting the information.
- Specs for uploading are included in the User Guide.
- You should work with your software vendor to determine what is necessary to be able to upload your financial information.

Annual Report Outputs

Reports - Google Chrome

https://gateway.ifonline.org/afr/SBOAReportsMenu.aspx

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Annual Report Outputs ?

These reports are available for you to view, print or download at your convenience. The content will change if/when you change or add additional information into the system.

Report Output Format:	
PDF ▼	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format
Capital Asset Statement	Lists the Capital Assets (land, building, equipment, etc) as of the end of the year.
Cash Fund Statement	Lists the Beginning Balance (Cash Only), Total Receipts, Total Disbursements, and the Ending Balance (Cash Only) by Fund.
Cash and Investment Fund Statement, Zero Balance Funds	Lists funds that have receipts, disbursements and an ending balance of zero. This indicates funds with no activity. These funds must be deleted before you can submit.
Beginning & Ending Cash Balance Comparison	Lists funds that have a beginning balance that does not match the previous years ending balance.
Beginning & Ending Investment Balance Comparison	Lists funds that have a beginning balance that does not match the previous years ending balance.
Cash & Investment Combined Statement	List the Beginning Balance (Total of Cash and Investments), Total Receipts, Total Disbursements, and the Ending Balances (Total of Cash and Investments) by Fund. Note: The receipt and disbursement figures are net of the investment transactions.
Debt Statement	Lists the units debts, by debt class.
Detailed Disbursements for All Funds	Lists the disbursements by fund and disbursement category.
Detailed Receipts	Lists the receipts by fund and receipt category.
Disbursements by Vendor	Township Disbursements by Vendor
Financial Assistance to Non Governmental Entities	Lists the detailed financial assistance to non governmental entities.
Grant Schedule	Lists the detailed grant information.
Investment Fund Statement	Lists the Beginning Investment Balance, Total Investments Purchased, Total Investments Sold, and the Ending Investment Balance by Fund.
Leases	Lists the amount of lease payments in force as of end of year..
Schedule of Officials	Printable output of your Schedule of Officials.
Township Assistance (TA7)	Lists the Township Assistance Statistical Report (TA-7)
Transfers	Lists the Transfers In and Out by fund. If the Transfers do not balance (Total Transfers In should equal Total Transfers Out), this report can be used to start your research.
Unit Questions	Lists the unit questions that are required at the beginning of the annual report process. Answers to these questions determine the information required for you to complete your annual report.
Pension	Unit reported pension information here.
Advertising Outputs - Only reports listed below need to be advertised.	
Cash & Investment Combined	Version of the statement for advertisting purposes
Detailed Receipts	Lists the receipts by fund and receipt category.
Disbursements by Vendor	Township Disbursements by Vendor version for advertising
Township Certification Form	The Township Certification Form does not need to be sent to SBOA.

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Annual Report Outputs continued

- We have created numerous reports that are available for compellation and distribution.
- We have also analyzed the statute's publication requirements and determined there are four reports that you are required to advertise and created a separate section at the bottom of the list:
 1. Cash & Investment Combined
 2. Detailed Receipts
 3. Disbursements by Vendor
 4. Township Certification Form

Review Submission

https://gateway.ifonline.org/afr/review.aspx - Google Chrome

← → ↻ https://gateway.ifonline.org/afr/review.aspx

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Unit: Sboa Township Unit
Year: 2014

Review Submission ?

Your report entries have been reviewed to make sure that it meets minimum standards for submission. The results are below. A successful review at this level should not be considered a final approval of this submission.

Submission Errors

The items below must be corrected in order to submit the annual report.
Click on the excel icon in the upper right corner of the table below to download an excel file.

Submission Error
Grant Section Not Filled Out You responded that your unit had Grants. However, you didn't complete the Grants section. Please fill out the Grants section. If you determine that you don't have any Grants, change the answer to the Grants question to No.
Non-Governmental Entities Section Not Filled Out You responded that your unit provided financial assistance to Non-Governmental Entities. However, you didn't complete the Non-Governmental Entities section. Please fill out the Non-Governmental Entities section. If your unit didn't provided financial assistance to Non-Governmental Entities, change the answer to the Non-Governmental Entities question to No.
Enterprises Not Defined You responded that your unit had Enterprises. However, you didn't identify any Enterprises. Please identify Enterprises and link the appropriate Funds to those Enterprises. If you don't have any Enterprises, change the answer to the Enterprise question to No.
Indebtedness Section Not Filled Out You responded that your unit had Debt. However, you didn't complete the Indebtedness section. Please fill out the Indebtedness section. If you don't have any debt, change the answer to the Debt question to No.
Capital Assets Section Not Filled Out You responded that your unit had Capital Asset Records. However, you didn't complete the Capital Assets section. Please fill out the Capital Assets section. If you don't have Capital Asset Records, change the answer to the Capital Assets question to No.
No Lease Records In the initial unit questions, it was indicated that this unit has lease records. Please add these records, or correct the unit question selection.
TA7 Not Complete All TA7 questions must be answered with a number. If the answer to a question is zero, enter zero rather than leaving it blank. Please answer all questions before submitting your Annual Report.
Schedule of Officials Section Not Filled Out Please fill out the Schedule of Officials section before submitting your Annual Report. Be sure to check the 'Mark Complete' checkbox at the bottom of the page.
Accounts Payable and Receivable Records Not Filled Out Amounts for accounts payable and receivable must be completed for Governmental activities and all active enterprises. Enter zero if there are no accounts payable and/or receivable balances.
No Disbursement by Vendor Records There are no records for disbursement by vendor. These records are required.
Pension Information Not Completed You must complete the questions in the pensions section, and check the form completed checkbox.
Contract Not Uploaded You responded that your unit had contracts to upload. However, you didn't upload any contracts. Please upload a contract. If you determine that you don't have any contracts to upload, change the answer to the contract question to No.

Submission Warnings

There are no warnings for this submission.

Review Submission continued

- You should click the Review Submission link prior to submitting the Gateway AFR.
- There are two possible types of errors that could be noted:
 1. Submissions Errors – If these errors are noted you will be prevented from submitting until they are corrected.
 2. Submission Warnings – These errors will not prevent you from submitting, but should be noted for possible correction.

Annual Financial Report (AFR)

- **Helpful Hints**

- Tab or click in a cell to go to the next cell in a row or on the screen.
- On a grid, enter one row at a time. Press the Enter key when you are finished entering a row.
- Correct any errors on a row before starting the next row or leaving the screen.
- Enter something in all cells marked “Required” or the row or screen will not be saved.
- Make sure to scroll to the right to see all cells.

Annual Financial Report (AFR)

- **Helpful Hints**

- Avoid using double quotes in a cell.
- Do not enter a dollar sign or commas when entering amounts.
- Click the Save All Work Button to save changes.
- You may sort rows within some grids by clicking on the column heading.
- Do **not** send SBOA a copy of the AFR or the proof of publication.
- For best results and to view output reports, you must use the most recent version of Internet Explorer, Chrome or Firefox.

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**
 - Don't forget to submit. Your form is not filed until you submit it.
 - An Attestation Statement is part of the submission process.

System Functions

		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Review Submission	Review any submission errors or warnings.	Available
Submit Annual Report	Review and submit the annual report to SBOA	Not Submitted

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission. This review will not be considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

There are no warnings for this submission.

Submit Report


Proceed to Submit the Annual Report

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. I understand that if an audit is required due to the level of Federal funding expended by this entity, the data entered here will be used to generate a financial statement in accordance with the regulatory basis of accounting. I understand that this financial statement will be audited by the State Board of Accounts unless I choose to provide financial statements in accordance with another acceptable basis of accounting.



Submit This Report

Annual Financial Report (AFR)

- **Submit AFR and Attestation Statement**

Submit Annual Report

The Annual Report has been submitted

The online portion of the Annual Report for Sboa Township Unit was submitted to the State Board of Accounts on 9/18/2014 1:30:00 PM. The Annual Report is not considered submitted until the attestation form is completed, signed and mailed.

[Return to the AFR Main Menu](#)

! Attestation Statement

To complete your Annual Financial Report submission you must also download the attestation form using the link below, complete and sign this form and have it postmarked within 5 days of submitting your report via Gateway.

[DOWNLOAD ATTESTATION FORM](#)

Annual Financial Report (AFR)

- **Attestation Statement**

- Certifies that the data is accurate to the best of your knowledge and belief.
- Must be signed by the official.
- Must be **mailed** within 5 days of submitting on Gateway.
- If you re-submit your AFR on Gateway, you **must** print, sign and mail a new attestation form.
- Must use the most recent version of Internet Explorer, Chrome or Firefox to view statement.

State Board of Accounts Annual Financial Report Attestation Form

To complete your Annual Financial Report submission via Gateway you must **sign** and **mail** this Attestation Form to the address below within **5 days** of submitting your report via Gateway:

**Indiana State Board of Accounts
Attn: AFR Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204**

The 2013 AFR for Blue River Township, Harrison County

was submitted via the State

Gateway on 9/20/2013 4:46:00 PM by lbaker@sboa.in.gov.

I, _____,

as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted via Gateway on

9/20/2013 4:46:00 PM is accurate and agrees with the financial records,

to the best of my knowledge and belief.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Contact Information:

Name: _____

Telephone: _____

Email: _____

Annual Financial Report (AFR)

- **New for 2014**

- Locking the AFR

- In the past, you have been able to un-submit your AFR and make changes at any time.
 - You will still be able to un-submit your AFR and make changes **up to the exit conference date**.
 - After that date, your AFR will be **locked** and you will **NOT** be able to make any further changes. We will not unlock it unless there are special circumstances approved by the State Examiner.

Annual Financial Report (AFR)

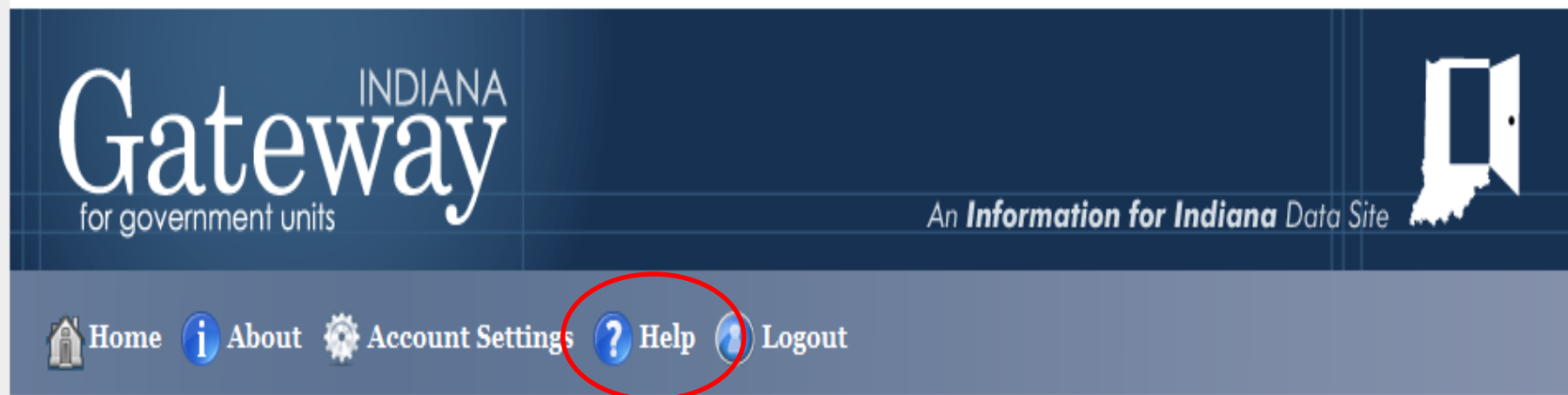
- **New for 2014**

- Locking the AFR

- Why? We do not want the numbers in the AFR to change after the audit is completed so that it matches the numbers reported in your audit or examination report.
 - Therefore, you need to make sure that you have any corrections discussed during the audit completed before the exit conference.
 - If you find any errors or corrections that need to be made after the audit, you will make these on the next AFR.

Annual Financial Report (AFR)

- **How can I get help?**
 - User Guide



Welcome to the Indiana Gateway for Government Units

Annual Financial Report (AFR)

- How can I get help?
 - SBOA Web site at www.in.gov/sboa



Indiana State Board of Accounts

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Gateway Annual Report

Gateway INDIANA
for government units
An Information for Indiana Data Site

Login to Live Site (for Local Officials) -
<https://gateway.ifionline.org/login.aspx>

Public Data Site - <http://gateway.ifionline.org/>

The State Board of Accounts has implemented the new Annual Report system beginning in 2011 through the Indiana Gateway for Government Units (Gateway), modernizing the way we collect and publish local government financial information.

Annual Report data will be available online for all to view. With this electronic data, user-friendly reports and interactive research tools will be placed online, increasing transparency and accessibility of local government financial information for the citizens and taxpayers of Indiana. Units of government and taxpayers will have tools to better understand the services local governments provide and the associated costs. With this resource, figures can be easily compared against other units, analyzed per capita, and put in the context of economic conditions. Financial data regarding 2011 receipts, disbursements, and balances have been added to the [Public Data Site](#) for those units that have submitted their Annual Reports. This same data will be available for the 2012 calendar year after the reporting deadline.

Gateway was developed as a collaborative project among the Department of Local Government Finance (DLFG), the State Board of Accounts (SBoA), and the Indiana Business Research Center (IBRC) at the Kelley School of Business through the Information for Indiana (IFI) initiative. Information regarding the Department of Local Government Finance portion of the Gateway (Budget Submission) can be found [here](#). Information about IFI is available [here](#).

Get an inside look into State Government Transparency.IN.gov

Annual Financial Report (AFR)

- **How can I get help?**
 - Email the SBOA Help Desk at:
annualreports@sboa.in.gov
 - Email IBRC Technical Support at:
ibrctech@iupui.edu

Annual Financial Report (AFR)

Questions?